

RFP *(fill in the #)*
ATTACHMENT 4

NOTE TO OFFERORS: This procurement could be similar to commercial supplies/services. Therefore, to assist the Government's Performance Risk Assessment Group (PRAG) in assessing your present and past performance on relevant commercial contracts, the following letter must be sent to your points of contact (POCs) for those commercial efforts that you identify to us in your past performance volume. Should you propose to use critical subcontractors, teaming contractors, and/or joint venture partners, you must obtain a similar client authorization letter from each entity. HOWEVER, it is your sole responsibility, as the offeror, to then send out these authorization letters with the questionnaires to your own POCs and to those of your subcontractors, teaming contractors, or joint venture partners and include a copy in your past performance volume.

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**Client Authorization Letter
(TO BE ACCOMPLISHED BY OFFEROR)**

Dear (Client):

We are currently responding to the Department of the Air Force (AF), Robins Air Force Base (RAFB), Request For Proposal (RFP) (fill in the #) for the procurement of the (fill a brief program description/title).

As you know an offeror's past performance has become an element of increased emphasis in the AF's acquisitions. They are requesting that clients of companies who submit proposals in response to their RFP for the (fill in your program's name) Program be contacted, and that their participation in the validation process be requested. We, therefore, respectfully request and hereby authorize you to complete the attached Questionnaire with regards to work we have performed for you, **and telefax it directly to the Government at 478-926-5407 not later than [OFFEROR FILL IN RFP CLOSING DATE].** The POC must call Ms Carroll at 478-926-5408 before telefaxing the completed questionnaire.

Mailing the questionnaire is an acceptable alternative method of transmission. Mail the questionnaire to the following address:

WR-ALC/LKKA
Reference: RFP: (fill in the #)
460 Richard Ray Blvd Suite 221 (Bldg 301)
Robins AFB, GA 31098-1640
ATTN: Janice Carroll PH: 478-926-5408
OFFICIAL BUSINESS

If mailing, the outside envelope must be marked as follows:

NOTE: TO BE OPENED BY ADDRESSEE ONLY
SOURCE SELECTION INFORMATION - See FAR 3.104
SOURCE SELECTION SENSITIVE - FOR OFFICIAL USE ONLY

We have identified Mr./Ms. (Name) of your organization as the point of contact based on their knowledge concerning our work. Your cooperation in this matter is appreciated. Any questions may be directed to: [NAME, PHONE NUMBER, FAX NUMBER FOR THE OFFEROR'S POINT OF CONTACT]

Sincerely,

[OFFEROR'S POINT OF CONTACT]